

~~S-E-C-R-E-T~~

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARD CASES

9 JUNE 1959

25X1A SUGG. NO. 59-247: dated 17 December 1958  
[redacted], GS-11, Geographer  
ORR, DD/1

Summary : Suggester proposed a training program: A reading course to be instituted to provide supervised reading by employees on the job. This guide in reading material would help employees in their career objectives and at the same time earn Training credits.

Action Taken : ORR is independently developing specialized reading lists for the various components. The branch or division chiefs will monitor the progress of the employee who, on his own time and initiative, will undertake this self-development program. A record of accomplishment will be placed in the employee's personnel file at the Office and Agency levels.

Award : \$25.00 award granted

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25X1A SUGG. NO. 59-264: dated 12 January 1959  
[redacted], GS-12, Security Officer  
OS, DD/S

Summary : Suggester proposed that a lost and found department be established in each Agency building, for personal articles of Agency personnel.

Action Taken : U.S. Government regulations provide that lost and found articles will be reported to the guards who in turn will immediately turn them in to the Guard Office. This information will be publicized in the next issue of the Agency telephone directory.

Award : Letter of Appreciation

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Minimal Award Cases Contd.  
9 June 1959

25X1A SUGG. NO. 59-303: dated 5 February 1959  
[redacted], GS-4, Clerk  
RID, OPSER, DD/P

Summary : Suggester proposed that a stamp be used by RID/FI on folders containing dispatches, stating: "Do not enclose or attach any material to this folder". At the time the suggestion was made, RID filed cover sheets and dispatches apart from bulky attachments. Requestors returning such files to RID usually placed the dispatch file inside the bulky folder and both folders were inadvertently filed together -- consequently there were many lost files.

Action Taken : This suggestion was not adopted. However, because of this suggestion, a new procedure was put into effect -- transmittal folders and bulky folders are now filed together in standard fiber folders.

Award : \$10.00 award granted.

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25X1A SUGG. NO. 59-313: dated 27 January 1959  
[redacted] (GS-10), Offset Pressman  
PSD, OL, DD/S

Summary : Suggester proposed a revision of Form 1630, Marking Tab form, as an attempt to increase the efficiency of the Offset Pressmen.

Action Taken : The suggested form was adopted resulting in Tangible Savings of \$200.00 plus Intangible Benefits (Slight-Limited).

Award : \$25.00 award granted.

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25X1A SUGG. NO. 59-323: dated 10 February 1959  
[redacted], GS-4, Clerk  
RID, OPSER, DD/P

Summary : When charge-out cards are placed in folders, they cover the subject tab on the folders. Suggester proposed that the charge-out cards be sheared at the bottom by 3/4" to alleviate this situation.

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Minimal Award Cases Contd.  
9 June 1959

SUGG. NO. 59-323 Contd.

Action Taken : The suggestion was adopted by Records Integration Division with a resultant Intangible Benefit of Slight-Limited.

Award : \$20.00 award granted.

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25X1A SUGG. NO. 59-324: dated 12 February 1959

[redacted] GS-12, Geographer  
ORR, DD/I

Summary : Suggester proposed that maps be on hand in each of the rooms used for briefing and debriefing purposes. Primarily for the benefit of the military attachés.

25X1A Action Taken : OCR will provide maps for the Conference Room, [redacted], and plans to review and evaluate the requirements for the new building.

Award : \$20.00 award granted.

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25X1A SUGG. NO. 59-422: dated 2 April 1959

STATSPEC

[redacted], Jr., GS-5, Teletype Operator  
[redacted] OO, DD/I

Summary : Suggester proposed a new procedure for relaying the

[redacted]

25X1

STATSPEC Action Taken : [redacted]/OO implemented this suggestion at an approximate saving in paper of \$500 per year.

Award : \$25.00 award granted.

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25X1A SUGG. NO. 59-437: dated 22 April 1959

[redacted], GS-7, Intelligence Assistant  
OO, DD/I

Summary : Suggester proposed a revision of Form 180, Biographic Data form, as an attempt to eliminate the many buck slips which are now necessarily attached to the Biographic Data form.

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Minimal Award Cases Contd.  
9 June 1959

SUGG. NO. 59-437 Contd.

Action Taken : The suggestion was not adopted. However, it pointed at poor procedures in one field station. OO sent that station some suggestions which should help alleviate this situation.

Award : Letter of Appreciation.

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25X1A SUGG. NO. 59-441: dated 28 April 1959  
[redacted], GS-3, Courier  
OL, DD/S

Summary : Suggester proposed a method of systematizing procedures in the mail room in Curie Hall. The old method was to have the pigeon holes for the various buildings (outgoing mail) and individual Curie Hall rooms mixed in together in no particular order. The new method is to have the outgoing mail in one section in order of delivery, and the Curie Hall mail in another section in order of room and floor.

The suggester also proposed that the mail courier's brief case, used for hand delivery of mail, have the dividers labeled by delivery point.

Action Taken : Curie Hall mail post is the only one with this problem, and the suggested procedure was put into effect in Curie Hall with benefits in the Slight-Limited category.

Award : Letter of Appreciation.